


<p style="text-align: center;">IDAHO DEPARTMENT OF AGRICULTURE</p>	<p>POLICY NO. 97-5</p>
	<p>PAGE 1 of 1</p>
<p>NEW POLICY:</p>	<p>APPROVED: </p>
<p>TITLE: EMPLOYEE EDUCATION</p>	

PURPOSE:

It is a goal of the Idaho State Department of Agriculture (ISDA) to encourage employees to broaden their educational backgrounds to become more proficient in their job and thus more promotable and valuable to the ISDA. In order to achieve this goal, it is the policy of the ISDA to financially assist employees who choose to further their education. Any employee in permanent status is eligible to request assistance under the following criteria.

Procedure

1. Prior approval of the school and job-related course work must be obtained from the Division Administrator and Human Resource Officer;
2. The Course must contribute to the employee's effectiveness in his/her present job and prepare the employee for advancement opportunities;
3. The number of courses eligible for reimbursement will be limited to one per semester;
4. Additional fees for late registration will not be reimbursed;
5. Flex time may be arranged so employees can take day classes; but employees must adhere to the 40-hour work week. No class time or homework assignments can be utilized towards overtime during a work week;
6. In certain circumstances administrative leave may be approved for an employee to attend a class during the day in lieu of reimbursement by the ISDA for the class;
7. Hardship cases will be reviewed by the Director's Office for possible direct payment to the school for an approved class.

Upon meeting the above criteria, financial assistance may include 100% reimbursement for the class plus reimbursement for required books when the

employee submits documentation that they have passed the course. An employee who resigns from the ISDA prior to completing a class must reimburse the ISDA for costs incurred.